# THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE044	113292		DATE POST	ED:	02/13/17
POSITION NO:	200850	)		CLOSING D	ATE:	OUF
POSITION TITLE:		Education Program Manager				
DEPARTMENT NAME/WORKSITE:		DOE/Office of Dine' Accountability & Compliance/Window Rock, AZ				
WORK DAYS: M	on-Fri	REGULAR FULL TIME:	7	GR	ADE/STEP:	AB68A
WORK HOURS: 8a	am-5pm	PART TIME:	□ NO. OF HRS./WK.:	\$_	56,721.60	PER ANNUM
		SEASONAL: TEMPORARY:	DURATION:	\$	27.27	PER HOUR

#### **DUTIES AND RESPONSIBILITIES:**

Supervise, direct and organize staff related administrative tasks. Responsible for administrative and program reports, monthly, quarterly and annual reports; school operation compliance with applicable federal and tribal requirements, investigation reports; and reauthorization reviews/recommendations. Prepare and administer program budget. Coordinate, plan, and implement technical assistance/training and monitoring of school boards and personnel operation under PL 93-638 and PL 100-297. Includes oversight school program affecting 33 BIE funded schools. Plan and conduct workshops and presentations to local community school stakeholders. Provide guidance and assist schools with corrective action and restructuring; school land lease and land withdrawals, new school construction and repair construction projects. Provide guidance, assistance and facilitate required documents through the tribal authorization process for schools converting to contract/grant status. Formulate policies, procedures and recommend new legislation, as needed, or modification of existing education laws; interpret Health, Education & Human Services Committee guiding legislation rules and regulations

## QUALIFICATION REQUIREMENTS: (Education, Experience and Training) Minimum Qualifications:

• A Master's degree in Education Administration, Education or a closely related field; and five (5) years education administration experience, two (2) years of which must have been in a supervisory capacity.

### **Special Requirements:**

None.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

### **Special Knowledge, Skills and Abilities:**

Strong knowledge of Navajo & State Education Standards and Policies; State education codes, and Federal rules and regulations in PL 93-638 & PL 100-297 and PL 95-561 Must have strong knowledge in PC computers in spreadsheets, data networking, graphics, MSWord and Excel. Compiling and analyzing school information and reports through WWWeb-Internet.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.

Revised: 02/26/2014